FAS Training Workshop

FAS Enterprise Server (FES)
FES Utilities "Account Explorer" & Financial Account Reconciliation

June 2004

Fuels Automated System (FAS) Enterprise Server (FES)

OVERVIEW

- **Utilities Functionality**
  - **Menu Options**
  - **Account Explorer Query Options**
  - **Account Explorer Data Download Options**
- **FES Download and import to Microsoft Excel process**

Fuels Automated System (FAS) Enterprise Server (FES)

FES Utilities Functions

From Main Menu,

Select "Utilities"

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FES Utilities Functions

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Utilities Menu Box

Welcome to the FAS Utilities Web Interface! - Netscape

File   Edit   View   Go   Communicator   Help

Back   Forward   Reload   Home

Bookmarks   Netsite: https: Manager   What's Related

Members   WebMail   Con

DEFENSE FAS ENTERPRISE SERVER

OLVIMS | Seller information | Buyer information | Support Tables | Utilities | ASKIT | ELoad | STARS-FL | Login | Exit | Help

FP4800 LANGLEY AFB VA   Select a DODAAC: FP4800   Go   **DODAAC Lookup**

Utility Menu

Account Explorer!	Inventory Explorer!	Change Password	Directory	Non-DoD Interface	PORTS	1884 Report	Help

- **Account Explorer provides financial data**
- **Inventory Explorer provides inventory data**
- **Change Password allows user to change password**
- **Directory provides a list of downloaded files**
- **Help link opens page for additional information links**

Non-DoD Interface

Start   Microsoft Office Shortcut...   Inbox - Microsoft Outlook   Microsoft PowerPoint - [...   Welcome to the FAS U...   12:44 PM

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CHANGE PASSWORD SCREEN

User will get a message upon login when Password will expire, use this link to change The password.

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DIRECTORY LINK
Shows list of Downloaded Files Box

FES Utilities Functions

Utility Report Query and Download Functions

The Utility Report Query and Download Function gives additional options for report queries by providing various sort parameters. Users can view reports on the screen or use the download option to download a report file.

- Go to "Utilities" at the main menu screen
- Select "Account Explorer" link for financial data
- Type in query parameters and select either "query" or "download" function
- Files downloaded can be opened in Excel as a spreadsheet

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Account Explorer Link

Used for Budget and Financial data retrieval

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Account Transactions Search Parameter Input screen

Enter search parameters for query or download report

FES Utilities Functions

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60 Years 1942-2002
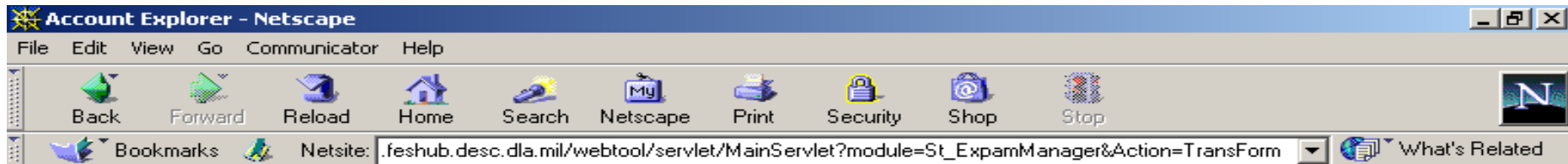
Shows a dropdown box: Click on desired month, day, year for search. Some of the search parameters must be typed into the appropriate field.

Click to select

Click on box to open dropdown, then click on selection

Type in

Select "Query" or "Download"

"Query" pulls the data and displays it on the screen "Download" pulls the data and places in in a file that can be opened in excel.

Note: Next slide will show a "Query" re summary for transaction type "Credit" and MDS "F015D"

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This slide shows an example of a "Query" report summary for transaction type "Credit"

OLVIMS | Seller information | Buyer information | Support Tables | Utilities | ASKIT | ELoad | STARS-FL | Login | Exit | Help

FP4800 LANGLEY AFB VA   Select a DODAAC: FP48DD   Go   DODAAC Lookup

Utility Menu

| Account Explorer! | Inventory Explorer! | Change Password | Directory | Non-DoD Interface | PORTS | 1884 Report | Help |

Account Transaction Search Results

Trans Name	Quantity	Cost	# Trans
CREDIT	4,202.0	$ 4,202.00	4

Click on "CREDIT" link to open detail of credit transactions

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This slide shows a detail of credit transactions for a Query for MDS F015D Credits for Mar 02

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| mation | Buyer information | Support Tables | Utilities | ASKIT | ELaad | STARS-FL | Login | Exit | Help |

GLEY AFB VA   Select a DODAAC: FP48DD [Go]   DODAAC Lookup

enu

| Inventory Explorer! | Change Password | Directory | Non-DoD Interface | PORTS | 1884 Report | Help |

Account Transactions

AC	Transaction ID	PRODUCT	QUANTITY	UNIT COST	EXTENDED COST	CUSTOMER ID	MDS CODE	TAIL NUM	SELLER	BILL NUM	TSN NUM	MILSTRIP Document Number	UC	FUND CODE	SIG C
	FP48DDRU2D664JD1	JP8	2,D46.D	1	2,D46.DD	FP48DD.DD1	FD15D	82DDDD47	FP48DD	FDJ86	DD74	FP48DD2D66FFD4	A		JD
	FP48DDRU2D794JD2	JP8	1,DD5.D	1	1,DD5.DD	FP48DD.DD1	FD15D	82DDDD47	FP48DD	FDJ86	D225	FP48DD2D79FFD4	A		JD
	FP48DDRU2D8D4JDJ	JP8	5J9.D	1	5J9.DD	FP48DD.DD1	FD15D	8JDDDD48	FP48DD	FDJ87	D2J9	FP48DD2D8DFFD4	A		JD
	FP48DDRU2D854JDJ	JP8	612.D	1	612.DD	FP48DD.DD1	FD15D	8JDDDD49	FP48DD	FDJ87	D287	FP48DD2D85FF1D	A		JD

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How to Download FES data to validate a Bill

Enter the Bill Number and click on "Download"

FES Utilities Functions

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How to Download FES data to validate a Bill

This screen appears once the download is complete

Note the file name the data was downloaded to, the

Click on "download directory" to move the file to a

FP4800 LANGLEY AFB VA   Select a DODAAC: FP4800   Go   DODAAC Lookup

Utility Menu

Account Explorer!	Inventory Explorer!	Change Password	Directory	Non-DoD Interface	PORTS	1884 Report	Help

Inventory Explorer Download Results

Download Completed.

You can find your file in the download directory.

Your file name is HC90589_1418_05132003112251AM.

FES Utilities Functions

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How to Download FES data to validate a Bill

Find appropriate file and click on hyperlink to open

Members WebMail Connections BizJournal SmartUpdate Mktplace

DEFENSE FAS ENTERPRISE SERVER

OLVIMS | Seller information | Buyer information | Support Tables | Utilities | ASKIT | ELoad | STARS-FL | Login | User Guide | Exit

FP4800 LANGLEY AFB VA   Select a DODAAC: FP4800   Go   **DODAAC Lookup**

Utility Menu

Account Explorer! | Inventory Explorer! | Change Password | Directory | Non-DoD Interface | PORTS | 1884 Report | Help

Directory File List

Files in this directory will be deleted every Saturday at 12:01AM.
Please make sure you have saved the files you want to your local machine.

HC90589_1418_05132003112118AM.dnd

HC90589_1418_05132003112251AM.dnd

https://www.feshub.desc.dla.mil/sharedDir/web_extracts/HC90589_1418_05132003112251A

Start | Microsoft Of... | Inbox - Micr... | ACC Wksho... | Account Ex... | Directory ... | https://ww... | 11:34 AM

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How to Download FES data to validate a Bill

Select "Save File"

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How to Download FES data to validate a Bill
Name file, select file type "All Files (".")", then click
Recommend you set up a "download" folder in your direc

Save As... dialog box (Netscape — https://www.feshub.desc.dla.mil/)

Save in: Downloads

- AFR Flying Hours 10 Dec 02.xls
- AFR Flying Hours 11 Dec 00.xls
- AFR Flying Hours 11 Dec 02.txt
- AFR Flying Hours 21 Nov.txt
- AFR Flying Hours 21 Nov.xls
- AFR Flying Hours 27 Sep 02.xls
- AFR Flying hours 30 Sep 02.xls
- AFR Flying Hours 5 Apr 03.txt
- AFR Flying Hours 5 Apr 03.xls
- AFR Flying Hours 5 Dec 02.xls
- AFR Flying Hours 5 Jan 03.txt
- AFR Flying Hours 5 Jan 03.xl
- AFR Flying Hours 5 May 03.t:
- AFR Flying Hours 5 May 03.x
- AFR Flying Hours 7 Feb 03.xl
- AFR Flying Hours 8 Nov 02.t:
- AFR Flying Hours 8 Nov 02.x
- AFR Flying Hours FY02.xls
- AFR Flying Hours Sep 02 (5 (
- AFR Flying Hours Sep.html
- AFR Flying Hours Sep.xls
- AFR MAJCOM Report 5 Mar (

File name: HC90589_1418_05132003112251AM.dnd

Save as type: All Files (*.*)

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How to Download FES data to validate a Bill

Click "Save" Once file is named and appropriate directory fold

File   Edit   View   Go   Communicator   Help

Save As...

Save in: Downloads

- AFR Flying Hours 10 Dec 02.xls
- AFR Flying Hours 11 Dec 00.xls
- AFR Flying Hours 11 Dec 02.txt
- AFR Flying Hours 21 Nov.txt
- AFR Flying Hours 21 Nov.xls
- AFR Flying Hours 27 Sep 02.xls
- AFR Flying hours 30 Sep 02.xls
- AFR Flying Hours 5 Apr 03.txt
- AFR Flying Hours 5 Apr 03.xls
- AFR Flying Hours 5 Dec 02.xls
- AFR Flying Hours 5 Jan 03.txt

- AFR Flying Hours 5 Jan 03.xl
- AFR Flying Hours 5 May 03.t:
- AFR Flying Hours 5 May 03.x
- AFR Flying Hours 7 Feb 03.xl
- AFR Flying Hours 8 Nov 02.t:
- AFR Flying Hours 8 Nov 02.x
- AFR Flying Hours FY02.xls
- AFR Flying Hours Sep 02 (5 O
- AFR Flying Hours Sep.html
- AFR Flying Hours Sep.xls
- AFR MAJCOM Report 5 Mar 0

History

Desktop

My Documents

My Computer

My Network P...

File name: ACC Ops Tempo FAS Wk Shop May 03

Save as type: All Files (*.*)

Save

Cancel

What's Related

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How to Download FES data to validate a Bill

Shows file being saved. Go to Excel once process is complete

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How to Download FES data to validate a Bill

Click on "File" and "Open" to view file directory

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How to Download FES data to validate a Bill

You will need to change the File Type to "All Files" to find the

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How to Download FES data to validate a Bill

Select the file to be opened from the directory and click "Open"

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How to Download FES data to validate a Bill

The Excel Import Wizard will open. Follow screen prompts to

Select "Delimited", then click on "Next"

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- ● Delimited   - Characters such as commas or tabs separate each field.
- ○ Fixed width   - Fields are aligned in columns with spaces between each field.

Start import at row: 1   File origin: Windows (ANSI)

Preview of file U:\Downl...\ACC Ops Tempo FAS Wk Shop May 03.dnd.

```
1 TRANS_NAME,RECORD_ID,RID_CODE,SUPP_DODAAC,TRANSACTION_ID,GRD,NSI
2 SALE,216425229817.452003041940259,null,N/A,FP50003108114067,JP8
3 SALE,-4559354978165.892003032848134,null,N/A,FP2500RU30875201,
4 SALE,-4559354978166.172003032848135,null,N/A,FP2500RU30875202,
5 SALE,-4559354978166.172003032848136,null,N/A,FP2500RU30875203,
```

Cancel   < Back   Next >   Finish

Note: The FES data is downloaded in Comma Delimited format - data fields are separated by commas.

Draw ▾

Ready
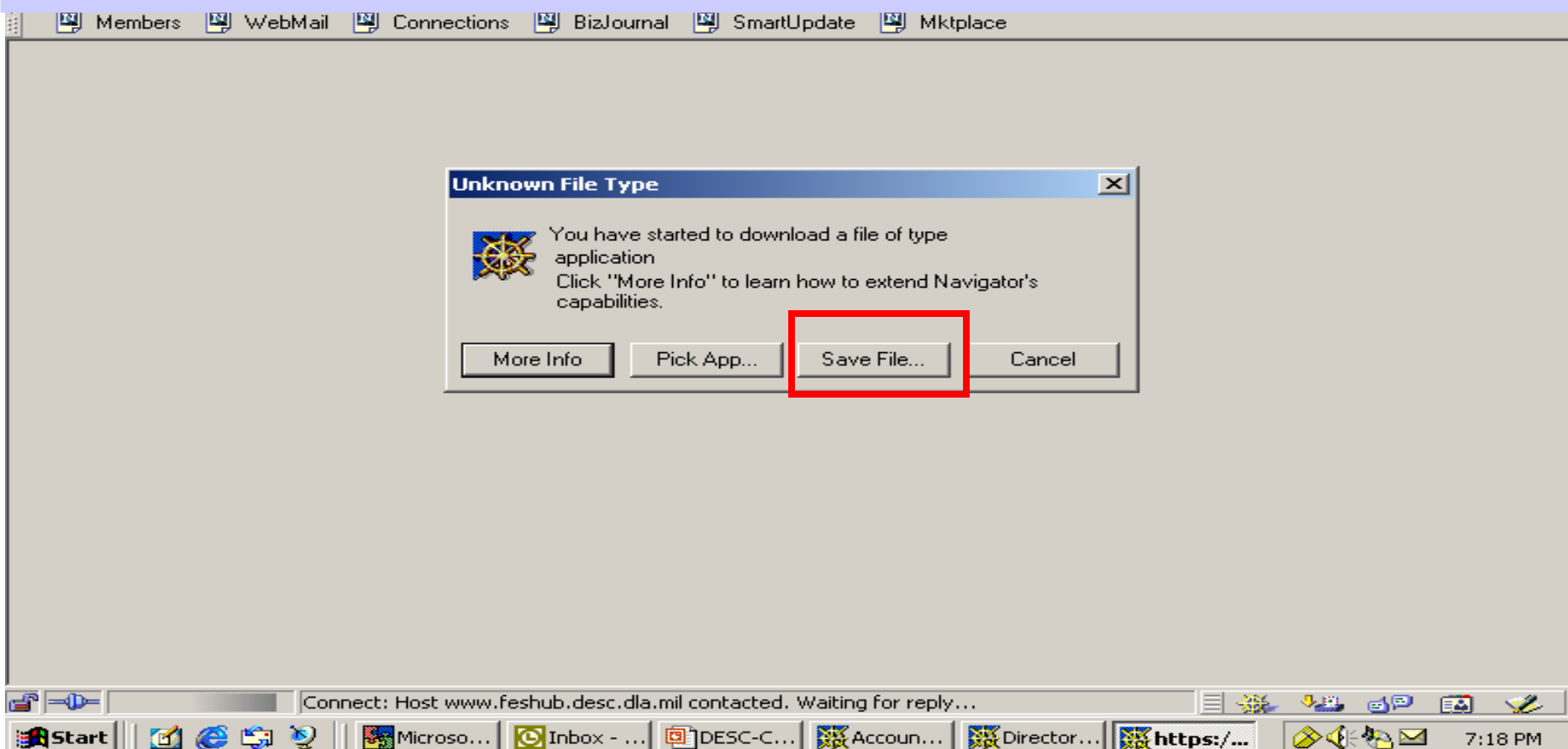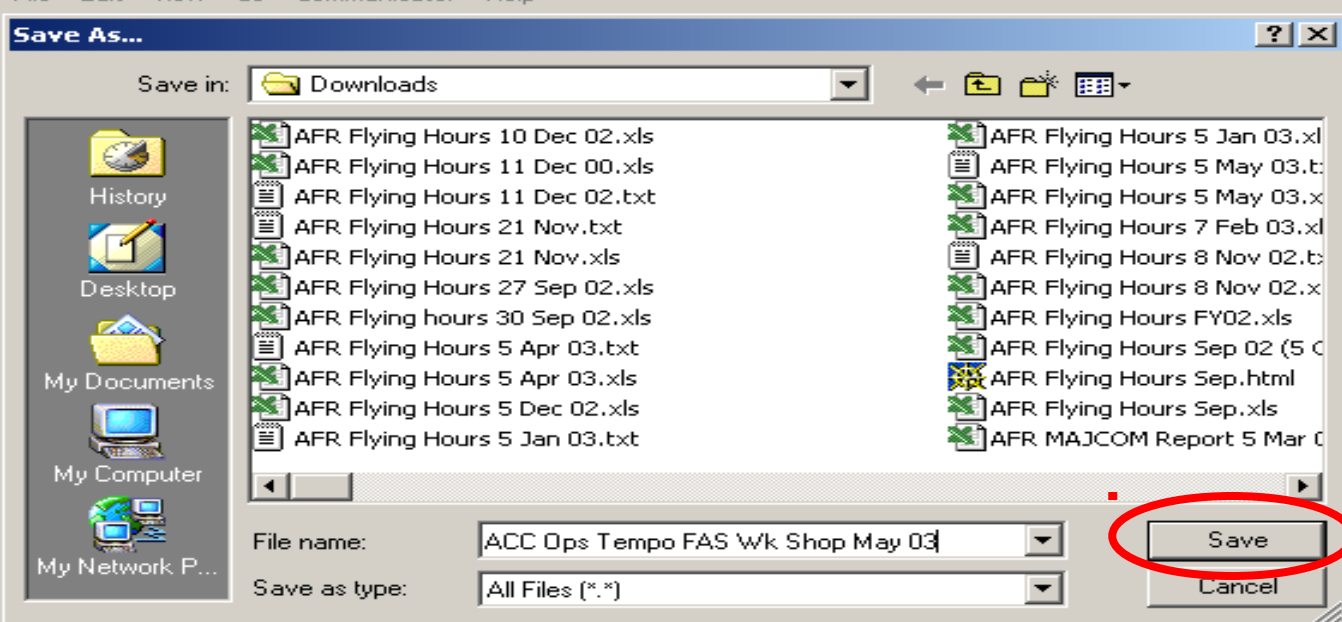
Start   Ex...   Directory Br...   Microsoft E...   11:41 AM

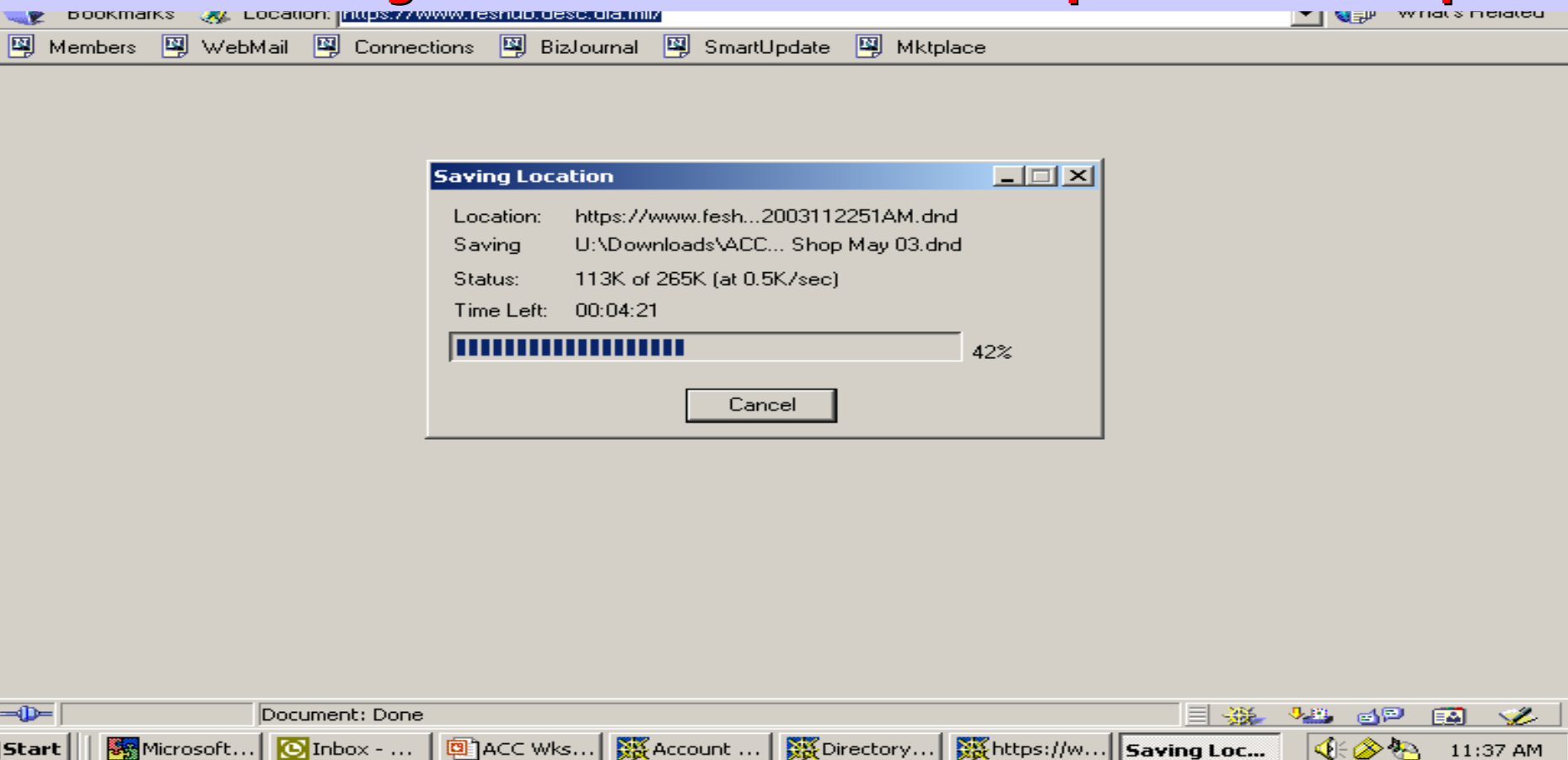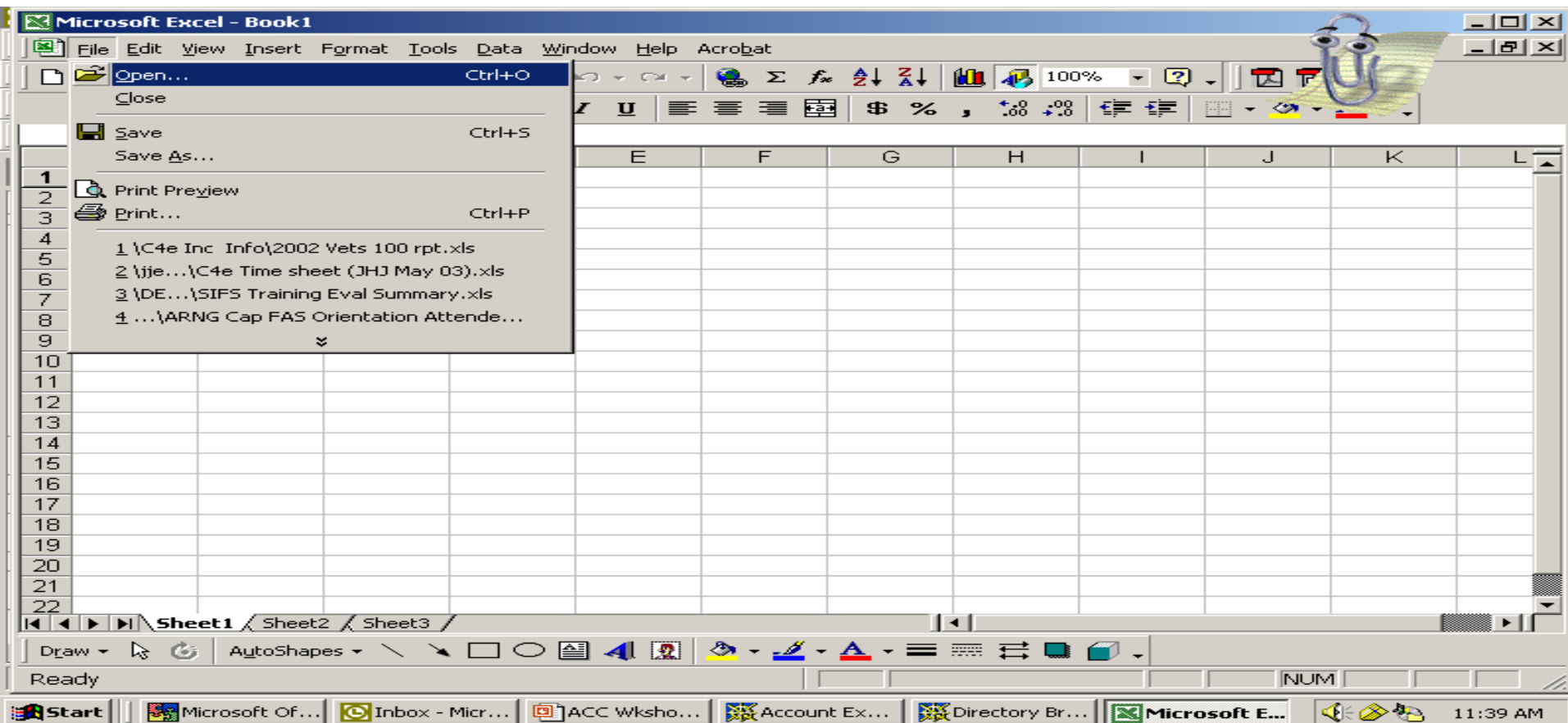# Fuels Automated System (FAS) Enterprise Server (FES)

FES Utilities Functions

How to Download FES data to validate a Bi
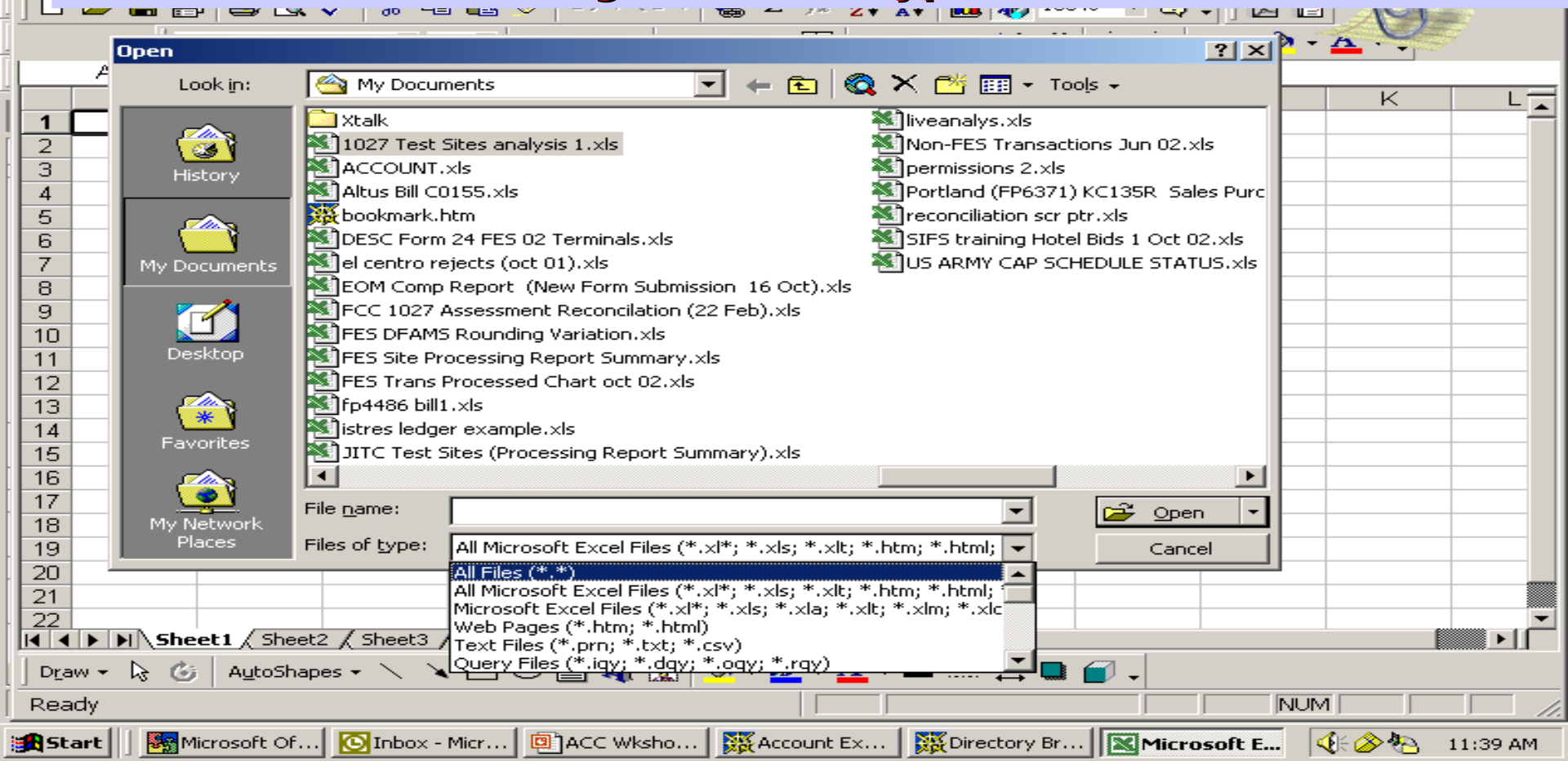
Select "Comma" then click on "Next"

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How to Download FES data to validate a Bill

Data will display in column format. Select Next to continue.

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How to Download FES data to validate a Bill

Format data by selecting each column and setting for appropr

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Column data format
- ● General
- ○ Text
- ○ Date: MDY
- ○ Do not import column (skip)

Advanced...

Data preview

Text	Text	General	Text	General	General	General	Ge...
RD	NSN	QUANTITY	UNIT_COST	EXT_COST	CUST	MDS	TA...
P8	9130010315816	23	0.84	19.32	FP4800.525	N/A	90...
P8	9130010315816	1806	0.84	1517.04	FP4800.001	F015D	79...
P8	9130010315816	1800	0.84	1512	FP4800.001	F015C	81...
P8	9130010315816	1890	0.84	1587.6	FP4800.001	F015D	83...

Cancel | < Back | Next > | Finish

Draw ▾ AutoShapes ▾

Ready   NUM

Start | Microsoft Of... | Inbox - Micr... | ACC Wksho... | Account Ex... | Directory Br... | Microsoft E... | 11:43 AM

How to Download FES data to validate a Bill

Complete the format process and select "Finish"

NOTE: Columns with numbers should be "general" so that the data can be summarized. Dates should be imported in "MDY" date format. All other data should be "Text". You can skip columns with data you don't need.
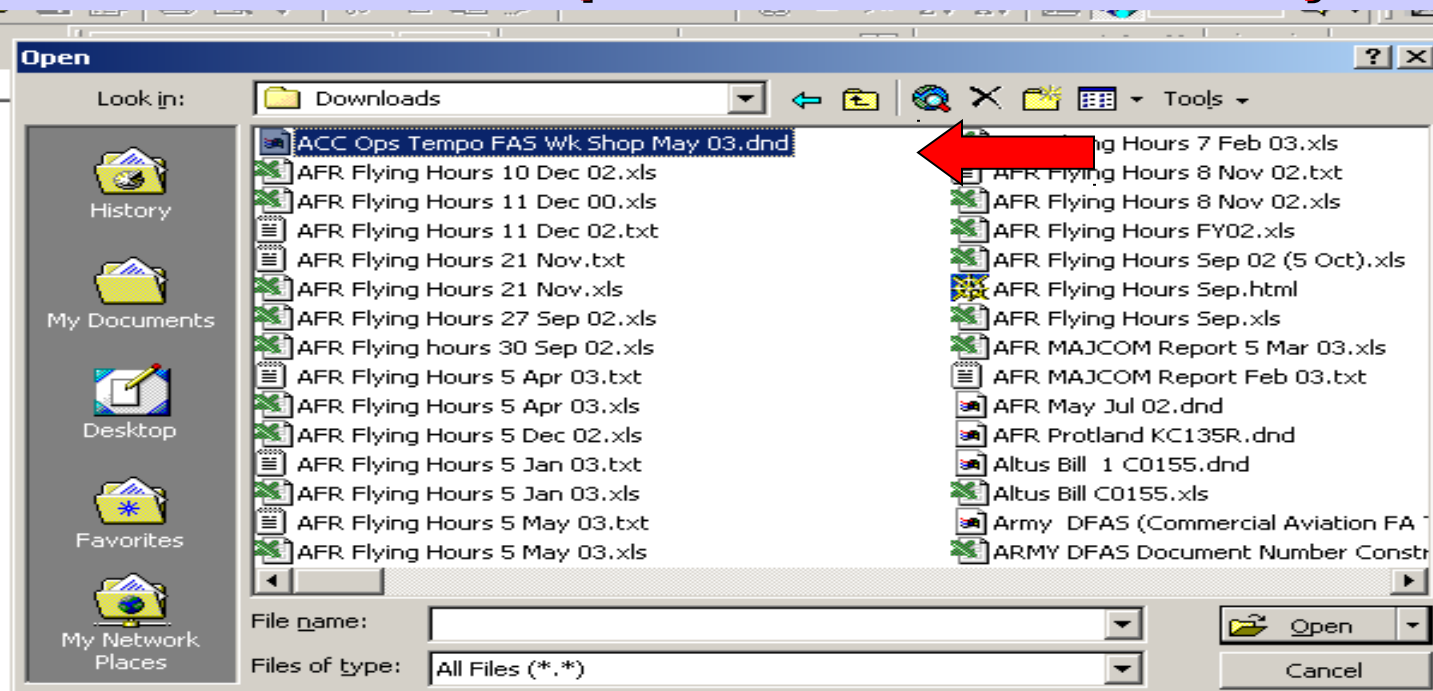
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How to Download FES data to validate a Bill

The FES Transaction data will then appear in spreadsheet form. The data can then be formatted, sorted, or sub-totaled as desired.

2	SALE	JP8	23	0.84	19.32	FP4800.525	N/A	90B01990	FP5000	U0119	FP48003108FF06	5	30	A	4/18/2003	4/19/2003	4/19/2003 0304
3	SALE	JP8	1806	0.84	1517.04	FP4800.001	F015D	79000012	FP2500	U0119	FP48003087FF1R	A	30	A	3/28/2003	4/1/2003	4/1/2003 0304
4	SALE	JP8	1800	0.84	1512	FP4800.001	F015C	81000035	FP2500	U0119	FP48003087FF1S	A	30	A	3/28/2003	4/1/2003	4/1/2003 0304
5	SALE	JP8	1890	0.84	1587.6	FP4800.001	F015D	83000049	FP2500	U0119	FP48003087FF1R	A	30	A	3/28/2003	4/1/2003	4/1/2003 0304
6	SALE	JP8	1870	0.84	1570.8	FP4800.001	F015C	78000521	FP2500	U0119	FP48003087FF1S	A	30	A	3/28/2003	4/1/2003	4/1/2003 0304
7	SALE	JP8	2068	0.84	1737.12	FP4800.001	F015C	78000521	FP2500	U0119	FP48003088FF0V	A	30	A	3/29/2003	4/1/2003	4/1/2003 0304
8	SALE	JP8	1984	0.84	1666.56	FP4800.001	F015C	81000035	FP2500	U0119	FP48003088FF0V	A	30	A	3/29/2003	4/1/2003	4/1/2003 0304
9	SALE	JP8	1917	0.84	1610.28	FP4800.001	F015D	83000049	FP2500	U0119	FP48003088FF0W	A	30	A	3/29/2003	4/1/2003	4/1/2003 0304
10	SALE	JP8	1790	0.84	1503.6	FP4800.001	F015D	79000012	FP2500	U0119	FP48003088FF0W	A	30	A	3/29/2003	4/1/2003	4/1/2003 0304
11	SALE	JP8	1888	0.84	1585.92	FP4800.001	F015C	83000029	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
12	SALE	JP8	2248	0.84	1888.32	FP4800.001	F015C	81000036	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
13	SALE	JP8	1181	0.84	992.04	FP4800.001	F015C	80000013	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
14	SALE	JP8	2438	0.84	2047.92	FP4800.001	F015C	81000031	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
15	SALE	JP8	2296	0.84	1928.64	FP4800.001	F015C	81000050	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
16	SALE	JP8	2394	0.84	2010.96	FP4800.001	F015C	81000031	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
17	SALE	JP8	1901	0.84	1596.84	FP4800.001	F015C	81000039	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
18	SALE	JP8	2202	0.84	1849.68	FP4800.001	F015C	83000041	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
19	SALE	JP8	2333	0.84	1959.72	FP4800.001	F015C	84000025	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
20	SALE	JP8	1663	0.84	1396.92	FP4800.001	F015D	83000049	FP4800	U0119	FP48003091FF11	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
21	SALE	JP8	2114	0.84	1775.76	FP4800.001	F015C	84000025	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
22	SALE	JP8	2165	0.84	1818.6	FP4800.001	F015C	82000016	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
23	SALE	JP8	2235	0.84	1877.4	FP4800.001	F015D	83000049	FP4800	U0119	FP48003091FF11	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
24	SALE	JP8	2140	0.84	1797.6	FP4800.001	F015C	82000010	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
25	SALE	JP8	1778	0.84	1493.52	FP4800.001	F015D	83000047	FP4800	U0119	FP48003091FF11	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304
26	SALE	JP8	2024	0.84	1700.16	FP4800.001	F015C	83000027	FP4800	U0119	FP48003091FF10	A	30	A	4/1/2003	4/2/2003	4/2/2003 0304

ACC Ops Tempo FAS Wk Shop May 0

Draw · AutoShapes ·

Ready | NUM

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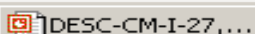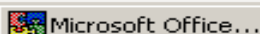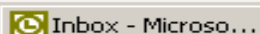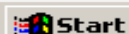
FES Utilities Functions

Example of download with multiple bills that has been sorted & sub-totaled by bill #

	TRANSACTION ID	GRD	QTY	UNIT COST	EXT COST	CUST	MDS	TAIL	SELLER	Bill #	TSN	DOCUMENT_ID	UC	FC	SC	Trns
1																
2	FP4800RU20324102	JP8	305	$1.00	$305.00	FP4800.001	F015C	83000011	FP4800	E0340	40	FP48002032FF03	A	30	A	2/
3	FP4800RU20324101	JP8	1558	$1.00	$1,558.00	FP4800.001	F015C	81000032	FP4800	E0340	40	FP48002032FF03	A	30	A	2/
4	FP4800RU20344301	JP8	2402	$1.00	$2,402.00	FP4800.001	F015C	83000014	FP4800	E0340	41	FP48002034FF01	A	30	A	2/
5	FP4800RU20344302	JP8	2216	$1.00	$2,216.00	FP4800.001	F015C	78000514	FP4800	E0340	41	FP48002034FF01	A	30	A	2/
6	FP4800RU20364104	JP8	1095	$1.00	$1,095.00	FP4800.001	F015C	81000020	FP4800	E0340	70	FP48002036FF02	A	30	A	2/
7	FP4800RU20364105	JP8	1126	$1.00	$1,126.00	FP4800.001	F015C	82000012	FP4800	E0340	70	FP48002036FF02	A	30	A	2/
8	FP4800RU20364101	JP8	2058	$1.00	$2,058.00	FP4800.001	F015C	83000036	FP4800	E0340	70	FP48002036FF02	A	30	A	2/
9	FP4800RU20364102	JP8	603	$1.00	$603.00	FP4800.001	F015C	78000521	FP4800	E0340	70	FP48002036FF02	A	30	A	2/
10	FP4800RU20364103	JP8	2470	$1.00	$2,470.00	FP4800.001	F015C	81000020	FP4800	E0340	70	FP48002036FF02	A	30	A	2/
11	FP4872RU20372101	JP8	181	$1.00	$181.00	FP4800.001	F015C	80000048	FP4872	E0340	233	FP48002037FF0U	B	30	A	2/
12	FP4872RU20381701	JP8	3156	$1.00	$3,156.00	FP4800.001	F015C	82000014	FP4872	E0340	234	FP48002038FF00	B	30	A	2/
13	FP4819RU20389807	JP8	1669	$1.00	$1,669.00	FP4800.001	F015D	79000012	FP4819	E0340	83	FP48002038FF0X	B	30	A	2/
14	FP4872RU20391701	JP8	572	$1.00	$572.00	FP4800.001	F015C	80000004	FP4872	E0340	372	FP48002039FF06	B	30	A	2/
15	FP4872RU20391702	JP8	582	$1.00	$582.00	FP4800.001	F015C	79000025	FP4872	E0340	372	FP48002039FF06	B	30	A	2/
16	FP4872RU20391703	JP8	595	$1.00	$595.00	FP4800.001	F015C	81000029	FP4872	E0340	372	FP48002039FF06	B	30	A	2/
17	FP4872RU20431704	JP8	2957	$1.00	$2,957.00	FP4800.001	F015C	81000029	FP4872	E0340	461	FP48002043FF00	B	30	A	2/
18	FP4872RU20431703	JP8	393	$1.00	$393.00	FP4800.001	F015C	80000048	FP4872	E0340	461	FP48002043FF00	B	30	A	2/
19	**TOTAL For Bill # E0340**		**23938**		**$23,938.00**											
20	FP4800RU20444301	JP8	273	$1.00	$273.00	FP4800.001	F015C	80000029	FP4800	E0341	127	FP48002044FF03	A	30	A	2/
21	FP4800RU20444302	JP8	2662	$1.00	$2,662.00	FP4800.001	F015C	81000041	FP4800	E0341	127	FP48002044FF03	A	30	A	2/
22	FP4800RU20454301	JP8	1940	$1.00	$1,940.00	FP4800.001	F015C	80000038	FP4800	E0341	139	FP48002045FF07	A	30	A	2/
23	FP4800RU20474301	JP8	3677	$1.00	$3,677.00	FP4800.001	F015C	81000037	FP4800	E0341	165	FP48002047FF03	A	30	A	2/
24	FP4800RU20484301	JP8	402	$1.00	$402.00	FP4800.001	F015C	82000022	FP4800	E0341	166	FP48002048FF02	A	30	A	2/
25	FP4800RU20494301	JP8	2549	$1.00	$2,549.00	FP4800.001	F015C	80000029	FP4800	E0341	167	FP48002049FF01	A	30	A	2/
26	FP4800RU20494302	JP8	2646	$1.00	$2,646.00	FP4800.001	F015C	80000038	FP4800	E0341	167	FP48002049FF01	A	30	A	2/
27	FP4800RU20504301	JP8	798	$1.00	$798.00	FP4800.001	F015C	82000037	FP4800	E0341	179	FP48002050FF04	A	30	A	2/

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Fuels Automated System (FAS) Enterprise Server (FES)

FES Utilities Functions

How to Download FES data to validate a Bill
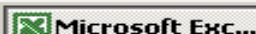
Save the completed file in Microsoft Excel format

Fuels Automated System (FAS) Enterprise Server (FES)
FES Utilities Functionality

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Questions / Discussion